

TOWN OF TOPSHAM, MAINE



Office of the Town Manager
100 Main Street
Topsham, Maine 04086
Telephone: (207) 725-5821
FAX: (207) 725-1731
Website: www.topshammaine.com

Position Title: **Foreman, Public Works**
Department: Public Works
Reports To: Director, Public Works

GENERAL DESCRIPTION:

The Town of Topsham is seeking qualified applicants to fill a multi-faceted and fulfilling role in the field of Municipal Public Works, as the Foreman of Public Works. Topsham Public Works is a fast paced, service driven department with ever-changing, multiple priorities and demands. We seek a Foreman who has the energy, flexibility, and foresight to excel in a challenging environment while adapting, as necessary. The successful candidate effectively assists in managing an experienced staff and outside contractors, maintains positive public relations, communicates with tact and diplomacy with constituents, businesses and state and federal agencies.

This position is responsible for assisting the Director of Public Works with supervisory duties pertaining to highway/grounds, fleet maintenance, engineering, municipal buildings, and administration. The Foreman provides support in planning, directing, and overseeing projects as a working crew member.

ESSENTIAL FUNCTIONS:

The functions listed below are those that represent much of the time spent working in this position. Management may assign additional functions related to the type of work of the position, as necessary.

- Assists in directing the functions and overall operations of the Public Works Department, including public works programs grounds and building maintenance; building engineering; land acquisition; capital construction development; design, construction, and renovation of Town governmental facilities; supply, maintenance, and fleet maintenance
- Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff issues; making hiring or termination decisions/recommendations; and administering disciplinary action as required
- Attends various meetings to address concerns regarding capital construction projects; directs efforts in responding to emergency situations, such as ice storms and power outages
- Confers with Director of Public Works in the negotiation of contracts with vendors for equipment, parts, and services
- Performs other related duties as required

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Possess a Maine Class B license or be able to obtain one within 6 months; have considerable experience driving trucks; operating heavy equipment; have experience plowing; have experience with seasonal construction work; possess a clean driving record and work record
- Requires a valid state driver's license with an acceptable driving history
- Proven ability to safely and properly operate all heavy and light equipment used by the Public Works Department
- Ability to supervise department members and lead them to complete an assigned task in a public setting, as well as answer questions by the public at the same time. There will be many times when "multi-tasking" is necessary because this is a working supervisory position
- Aids in hiring and is responsible for disciplinary matters involving public works employees, with oral and written documentation of said disciplinary actions
- Ability and willingness to effectively lead, coach and train Public Works Department crew members.
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively verbally and in writing
- Ability to observe proper safety precautions
- Ability to establish effective working relationships with other employees
- Ability to perform as the competent person on an excavation site in accordance with the Department of Labor and industries standards
- Knowledge of computers, word processing and data bases
- Final candidate must successfully pass the pre-employment process which includes a thorough background investigation of employment, education history and criminal history

WORKING CONDITIONS/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions of all types. The employee frequently works near moving mechanical parts and is frequently exposed to wet and / or humid conditions, dust, and vibration. There is seasonal overtime that will be expected of this individual.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands and fingers, handle, feel or operate objects, use tools or controls, reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb; balance; stoop; kneel; crouch; crawl and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities with or without prescription glasses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Town of Topsham is an EOE.

SIGNATURE

DATE

PRINT NAME